



Foreign Affairs Manual

12 FAM — Diplomatic Security

Change Transmittal: DS-157

Date: May 14, 2010

12 FAM 530 STORING AND SAFEGUARDING CLASSIFIED MATERIAL

Changes

1. This CT issues updates to **12 FAM 530**, consisting primarily of changes to update office symbols and names, as well as updating the CT line with USAID. There are also a few “minor” edits throughout and the deletion of 12 FAM 539.3 (c), – Limited Distribution (LIMDIS). Please note – 12 FAM 539.3 (c) is now State Distribution only (STADIS).

NOTE: In the section of Exhibits pages 39-69, only 12 FAM 539 Exhibit 539.2-2, Top Secret Control Symbols Assigned to Foreign Service Posts has been updated. The other Exhibits are outdated but will not be changed until there’s a major rewrite of this subchapter scheduled later this year.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume’s change transmittal acronym and numerical series remains in place.
3. Changes in subsequent issuances will appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Italics and dark magenta provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove and discard the old 12 FAM 530 (CT:DS-134, 06-26-2008; 69 pages) and insert the new 12 FAM 530 (CT:DS-157, 05-14-2010; 69 pages).
2. After inserting the revised handbook in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:DS-157, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(DS/MGT/PPD)